

**UNAPPROVED MINUTES  
CITY OF MILPITAS  
PARKS, RECREATION AND CULTURAL RESOURCES COMMISSION**

**Minutes:** Regular Meeting of the Parks, Recreation and Cultural Resources Commission  
**Date of Meeting:** January 5, 2004  
**Place of Meeting:** Milpitas City Hall Committee Room, 455 E. Calaveras Blvd.

**I. Call to Order** Chairperson Munzel called the meeting to order at 7:01 PM

**II. Flag Salute** The Chair led the Commission in the Pledge of Allegiance

**III. Roll** Commissioners Present: Krommenhock, MacKenzie, Leonard, McGuire, Mohsin, Munzel, and Tuason

Commissioners Absent: Gill and Alternate Ku

City Staff Present: Blair King, Assistant City Manager; Kathleen Yurchak, Recreation Services Supervisor; Toby Librande, Child Care Coordinator; Jennifer Tagalog, Recording Secretary;

City Council Liaison Present: Council Member Polanski

Guests: Mike Baker, Milpitas Youth Soccer

**IV. Alternates** Alternate Leonard was seated.

**V. Agenda** MOTION to approve the agenda for January 5, 2004, meeting with the following change, "Add Chairperson Munzel's name to item 11.8 (Alviso Adobe Sub-committee)."  
M/S: McGuire, Tuason  
Ayes: (7) Krommenhock, Leonard, MacKenzie, McGuire, Mohsin, Munzel, and Tuason  
Absent: (2) Gill and Ku

**VI. Minutes** MOTION to approve the minutes from the December 8, 2003, meeting as submitted.  
M/S: McGuire, Mohsin  
All Ayes  
Absent: (2) Gill and Ku

**VII. Citizen's Forum** None.

**VIII. Announcements/Correspondence**

Mike Baker, Milpitas Youth Soccer, thanked the Commission and staff for their continued support and distributed appreciation certificates to them. He provided an update on the program and reported that all coaches will be returning next year. They have started a spring soccer program due to the demands of the public and have 90 registered to date, which is about 25% of expected enrollment. He said they used the grant monies to purchase goals and really appreciated the continuous support of the City Staff (Bonnie Greiner, Kerrilyn Ely, and Craig Wisneski) and the Commission. He indicated that Rancho fields (soccer fields) really need some attention as some of the sprinklers are in disrepair, but he was unsure on what organization or individual to approach with

regards to getting these fields some attention (i.e. school district, city staff, city council, etc.)

Chairperson Munzel thanked Commissioner Mohsin for all her hard work with the Parks, Recreation and Cultural Resources Commission and wished her the best of luck on the Planning Commission.

## **IX. Old Business**

### **1. Family Child Care Assistance Fund Policies and Procedures Update (Toby Librande, Child Care Coordinator)**

In 1991, the Milpitas City Council funded a Child Care Study to assess the status of the child care systems in Milpitas and to review best practices and implement action steps. The Council received the full report with staff recommendations in March 1994. One of the recommendations from this report was to initiate a new grant program for family child care providers. Staff created a pilot program that was presented to the Parks, Recreation and Cultural Resources Commission (PRCRC) on November 8, 1995. At this meeting, the PRCRC reviewed and unanimously approved the Child Care Grant Program and Process. The item was then agendaized for the January 23, 1996, Milpitas City Council meeting. At this time, Council unanimously approved the proposed Child Care Grant Program, permitting implementation and advertising 30 days from the Council's approval. The first round of funding began the same fiscal year, 1995/1996, with three grants being issued. Please refer to the Attachment "Comprehensive Family Child Care Assistance Fund Grantee List" for a complete breakdown of funding beginning in 1995/1996 through the present.

The only changes to the program over the past eight years have been monetary in nature. The fiscal year budget increased, from the initial annual funding of \$2500.00 in 1995/1996, \$3500.00 in FY 1999/2000, to the current level of \$4000.00 in 2001/2002. Also, the individual annual grant limit increased effective FY 2002/2003 from \$250.00 to \$500.00 per applicant. No other changes to the Policies and Procedures have been adopted.

Since the inception of the grant program, the recognized importance of the child care field has blossomed. Two trends have helped support the concept that child care is more than just "babysitting". The first trend is that of current brain research, which continues to demonstrate the importance of quality early learning experiences for young children's optimal development. The second trend which has emerged over the past decade is the idea that quality child care environments not only support the healthy development of children, but also support the healthy development of local economies. If children are in quality care, parents can contribute to the workforce, which strengthens local businesses. These trends, taken together with feedback received from grantees (regarding both the content of the policies as well as the steps in the process), prompted staff to begin a policies and procedures review of the Family Child Care Assistance Fund. Staff identified four desired outcomes to updating the Family Child Care Assistance Fund Policies and Procedures:

1. To align the funding priorities with current county, state and Federal priorities
2. To clarify the language of the document to be more reader-friendly
3. To reorganize the details of the eligibility requirements, funding priorities, fiscal limits and application process, and

4. To address possible provider licensing issues and outline the procedure for funds recovery

Staff utilized the above desired outcomes to guide the Family Child Care Assistance Fund grant program update. Various changes were incorporated into the proposed Policies and Procedures document, which are detailed below. Staff then forwarded the current Policies and Procedures and the proposed changes to the City Attorney for review. In addition to an overall review, staff requested that the City Attorney specifically review the proposed priority funding change and suggest a process by which the City could recover grant funding should a grantee have a problem with licensing or close their business. The City Attorney's response via email is attached to the Commissions packet for review. In addition, the suggested language covering the licensing issue was incorporated into the Fiscal Limits and Conditions, Items 3 and 4.

Toby Librande, Child Care Coordinator, was available to answer any questions the Commission had with regards to the changes to the Policies and Procedures as follows:

1. The title of the program was changed from the Individual Family Child Care Assistance Fund to the Family Child Care Assistance Fund.
2. The Purpose section was rewritten to clearly state the goal for the grant fund, "to increase program quality in Milpitas family child care homes", and define the term "family child care home".
3. The Eligibility Requirements were streamlined.
4. The 51% resident requirement was removed. Justification for this change centers around the concept that child care supports not only residents, but also local businesses. For continued economic vitality, local businesses benefit by having accessible child care for their employees.

The Commission discussed at length the need to request additional funding from City Council as changing this requirement would potentially increase the amount of requests for this program. They also noted that the grant program maximum amount to request was increased from \$250 to \$500 without increasing the budget. They also stressed the importance of having quality child care with regards to stimulating the economy.

5. Applicants must submit a copy of their current family child care license issued by the Department of Social Services, Community Care Licensing.
6. The term that grantees have to return documentation of grant expenditures was changed from 30 days to 1 year. The condition was added that grantees that have not submitted all necessary paperwork are not eligible for subsequent grant allocations until City staff has received the missing items.
7. Funding priority details were added. Priority funding now will go to support providers who care for children with special needs or developmental delays. Specific examples of appropriate second priority funding requests were also outlined.
8. The fiscal limit section was expanded to include funding conditions. Specifically, language was added per the City Attorney outlining the conditions by which a grantee must return funding to the City.

9. The Parks, Recreation and Cultural Resources Commission may now recommend any amount deemed appropriate, which may be less than or up to the full \$500.00 annual limit. The PRCRC may not recommend funding which exceeds this annual limit.

10. The current Acceptable Funding Criteria section was rewritten and incorporated into the new Funding Priority section.

11. The Application Process section was flushed out to detail more precisely the responsibilities and process of the applicant and the City staff.

12. Under the Application Process section, Item 9, grantees may now be invited to sign a Press Release Consent Form, in order to have press releases issued to highlight the provider and grant disbursements.

Included in the Commission packets were four items for review:

1. The current Individual Family Child Care Assistance Fund Policies and Procedures Document
2. The proposed Family Child Care Assistance Fund Policies and Procedures Document
3. The Comprehensive Family Child Care Assistance Fund Grantee List
4. The e-mail response from the City Attorney, Mr. Peter Spoerl

The Commission discussed at length the areas of potential grant changes from the prior meeting. The Commission felt it was time to increase the funding since the proposed grant guidelines removed the 51% resident requirement and would potentially increase the amount of requests.

MOTION to recommend to City Council increasing the Family Child Care Grant Program from \$4,000 to \$8,000 for fiscal year 2004/2005.

M/S: McGuire, Krommenhock

All Ayes

Absent (2) Gill and Ku

MOTION to modify the grant guidelines to limit grant funding to three consecutive years beginning with the FY 2004/2005 budget cycle.

M/S: MacKenzie, Tuason

All Ayes

Absent (2) Gill and Ku

MOTION to amend the prior motion to exempt Special Needs from not being eligible for funding every year.

M/S: MacKenzie, McGuire

All Ayes

Absent (2) Gill and Ku

MOTION to recommend to City Council the draft proposal of the Family Child Care Grant program with above mentioned changes.

M/S: Krommenhock, MacKenzie

All Ayes

Absent (2) Gill and Ku

Commissioner MacKenzie felt the grant should benefit and target businesses with 65% of residents or with parents who are employed in Milpitas, not surrounding cities.

Toby Librande, Child Care Coordinator, explained that individuals often times have questions and confusion with the requirements and she felt this type of requirement could deter individuals from completing the grant application. In addition, she said that sometimes Milpitas is a central area between where a parent may work which may not be in Milpitas. She recommended that she could add this a few questions to the application to obtain on where parents live and work who utilize Milpitas child care providers to the application and return to the Commission with the findings in a year, rather than add it as a requirement to the current grant guidelines.

## **2. Election of Officers**

According to the Parks, Recreation and Cultural Resources Commission By-Laws, Section 5. Officers, "A Chairperson and Vice-Chairperson will be annually selected at the first meeting of the calendar year from the appointed members for a term of one year."

Chairperson Munzel opened the floor for nominations for Chairperson.

Commissioner McGuire nominated Commissioner Krommenhock.

Commissioner MacKenzie nominated Commissioner Munzel.

The vote for Commission Chair was as follows:

Krommenhock: 2 (McGuire, Krommenhock)

Munzel: 5 (Leonard, MacKenzie, Mohsin, Munzel, Tuason)

Chairperson Munzel opened the floor for nominations for Vice-Chair.

Commissioner Tuason nominated Commissioner Krommenhock.

Commissioner McGuire nominated Commissioner Gill.

The vote for Vice-Chair was as follows:

Krommenhock: (Leonard, MacKenzie, Mohsin, Munzel, Krommenhock, Leonard)

Gill: (1) McGuire)

## **3. 2002 Park Bond Act (Proposition 40) (Blair King, Assistant City Manager)**

On August 5, 2002, the PRCRC recommended that the City Council use the City's 2000 State Park Bond (Proposition 20) funds to pay for the rehabilitation of playground equipment and to provide for improved handicapped access at Hall, Dixon Landing, Foothill, and Pinewood Parks. At the time the Commission took this action, the Commission was presented with a ranked list of potential projects and asked to recommend the highest priority project. The Commission was also advised that a second allocation of park bond funds from the State's 2002 Park Bond (Proposition 40) would be available soon and that the Commission would be asked to recommend expenditure of these funds at a later date.

The Commission is now being asked to consider the 2002 Park Bond disbursement. Consistent with the rankings the Commission previously considered, it is recommend the Commission recommend that City Council commit its 2002 Park Bond allocation of \$453,761 to resurfacing outdoor athletic courts, e.g. tennis and basketball courts.

The 2002 Park Bond grants come from two components, the Per Capita Program and the Roberti-Z'berg-Harris (RZH) Block Grant Program. The City's allocation under the Per Capita Allocation is \$281,000. The funds may be used for acquisition or development. The definition of development includes the renovation and expansion of existing facilities. The funds may not be used for usual and routine maintenance. The RZH Block Grant Program is one of three components of the RZH Program. The City's allocation under the RZH Block Grant is \$172,761. In 2003, with the passage of AB 1747, the match requirement of the RZH grant was eliminated. There are no match requirements for either grant. However, additional money may need to be appropriated to the selected project in order to address project needs or to provide a satisfactory amount of funds to complete the project.

In October 2001, Planning, Recreation, and Public Works staff began to list possible projects for Park Bond expenditures. In total, close to 75 different park and open space needs were listed. Staff considered need, previous efforts, and other available funding sources to develop a ranking of six projects for Park Bond funding. They were: (1) Park Playground Rehabilitation, Safety, and Accessibility; (2) Athletic Court Resurfacing; (3) Off-Leash Dog Park; (4) Alviso Adobe Renovation and Site Improvements; (5) Sports Center; and (6) Trail Program.

With the exception of Cardoza Park, the playgrounds most in need of rehabilitation have been, or are in the process of being, improved. This list includes Pinewood (two playgrounds), Dixon Landing, Hall (two playgrounds), Foothill, and Selwyn Parks (Selwyn is funded via CDBG). Cardoza Park is identified for improvements along with the Sports Center project. If the Sports Center project should be delayed, a recommendation may be made to proceed with a stand-alone playground safety and handicapped accessibility project for Cardoza Park.

The Off-Leash Dog Park has been completed. The City's Engineering Division continues to struggle with issues of site access related to the Alviso Adobe; however, funding is available. Of the top six priority projects, only the Athletic Court Resurfacing project currently has no identified funding source.

Milpitas has approximately 194,866 sq.ft. (4.47 acres) of athletic court surfaces including tennis, basketball, and handball courts. Athletic courts at Pinewood, Gill, and Dixon Landing Parks have recently been resurfaced. Courts at Hall, Yellowstone, and Calle Oriente Parks are in need of repair or major rehabilitation. Assessment by staff and the public of these courts indicate surfaces are in poor condition and some courts may require reconstruction.

The City Council must take action by June 1, 2004, in order to secure the 2002 Park Bond grant funds.

Staff is also monitoring other available Park Bond funds in order to leverage as many other grant funds as possible. More information on the California Park Grant Programs is available on the California Department of Parks and Recreation website: [www.parks.ca.gov](http://www.parks.ca.gov).

Blair King, Assistant City Manager, gave an overview of this item and an update on the existing Park Rehabilitation Projects. He also played a phone message from Dan Levasseur, 375 Vista Ridge Drive, who expressed concerns about the current condition of the tennis courts and urged the Commission to support this item.

MOTION to recommend that the City Council designate the use of the 2002 (Proposition 40) Park Bond funds for athletic court surfacing project.

M/S: Krommenhock, McGuire

All Ayes

Absent (2) Gill and Ku

## **X. Staff Reports**

Kathleen Yurchak, Recreation Services Supervisor, provided an update on the following items:

- City's 50<sup>th</sup> Anniversary Calendars were distributed the week of December 8, 2003, and are now available at City facilities.
- Resident registration for Winter/Spring classes begins on Thursday, January 8, 2004, and non-resident registration begins on Thursday, January 22, 2004.
- Talent auditions for Global Village are being held on February 5, 2004, at 7 p.m. at the Community Center. The Global Village event will be held on May 1, 2004.
- The modulators have been installed at the Senior Center with the stairs, decks and ramping being worked on.
- The Stay & Play program has extended hours by one hour and will end at 6 p.m.

Chairperson Munzel requested that the Parks, Recreation and Cultural Resources Commissioners receive City of Milpitas identification cards. Kathleen Yurchak, Recreation Services Supervisor, explained that she would check with Information Services staff on the procedure for getting identification cards.

## **XI. Liaison Reports**

### **1. City Council**

Council member Polanski reported on the following City Council items:

She congratulated Zeya Mohsin and announced that her and Al Garcia will be appointed to the Planning Commission on January 14, 2004.

The City of Milpitas was rated in the top 5% of Redevelopment Agency's with an AAA rating. She expressed her thanks to City Manager, Assistant City Manager, and Vice-Chair Dixon for their hard work on this project, which was completed in less than a year.

#### 50<sup>th</sup> Anniversary Update

- She invited Commissioners to attend the 50<sup>th</sup> Anniversary event on January 26, 2004, at 7 p.m. at City Hall. The historical book went to the printers on Friday, January 2, 2004, and will be on sale at the event. She said she was very happy with the final product and thought the Commission would be pleased with it as well.

Commissioner MacKenzie and Mohsin mentioned they attended the Tree Lighting Ceremony and felt the production was well done.

## **2. Community Advisory Commission**

Council member Polanski reported on the following Community Advisory Commission items:

- Tree Ordinance
- Changing Mayor term from 2 to 4 years.
- Sub-Committee Ethics

## **3. Senior Advisory Commission**

None.

## **4. Planning Commission**

None.

## **5. Youth Advisory Commission (YAC)**

Chairperson Munzel reported on the following Youth Advisory Commission items:

- The Youth Advisory Commission is planning for the upcoming Rock the Beat Event on February 13, 2004, and Pre New Year's Bash 2004.
- The Youth Advisory Commission members assisted with the Milk and Cookies event and donated 6 hours per person.
- Brown Act Presentation from City Attorney's office.

Chairperson Munzel expressed concerns about the Youth Advisory Commissioners not receiving an EcoPass this year. Council member Polanski explained that this program was discontinued due to budgetary reasons and lack of use overall by Commissioners/Staff, however, individuals who used the program should contact Joe Oliva, Transportation, to explore other options available.

## **6. Milpitas Historical Society**

Commissioner McGuire report on the Milpitas Historical Society Holiday Party.

## **7. Arts Commission**

None. (No meeting held in December).

## **8. Alviso Adobe Sub-committee (Commissioner Gill, McGuire, Munzel, and Mohsin)**

Commissioner McGuire explained that the sub-committee met with the City Manager to discuss access to the Alviso Adobe and sent a letter to the church outlining six potential solutions. Chairperson Munzel reviewed at length the six



potential solutions to the access to the Adobe. To Date, the City had not heard back from the Church.

## **XII. Future Agenda Items**

**February** – Park Priorities;

## **XIII. Adjournment**

There being no further business, the Chair adjourned the meeting at 8:26 PM. to the next scheduled meeting on February 2, 2004.